

Meeting: Resource Development/Fiscal Oversight

Date: August 09, 2004

Time: 12:00 - 2:00 p.m.

Location: 400B

| Members Present       |                          |                          |                          |                          |                          |                          |                          |                                     |                          |                          |                          |                          |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Name                  | Jan                      | Feb                      | March                    | April                    | May                      | June                     | July                     | Aug                                 | Sept                     | Oct                      | Nov                      | Dec                      |
| Joy Schumacher, Chair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keith Meeks           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Waymond Burks         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ricardo Kisner        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alphonso Crawford     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| James Garrett         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff                 |                          |                          |                          |                          |                          |                          |                          |                                     |                          |                          |                          |                          |
| Sandra Cavette, Staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kamau Akinyele        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jerelle Moseley       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Topic                               | Discussion   | Action   | Responsibility | Consult | Inform | Due Date |
|-------------------------------------|--|--|----------------|---------|--------|----------|
| Meeting Called to Order at 12:50 pm |  |  |                |         |        |          |
| Today's Agenda                      | Motion to Accept today's agenda  | Motion second and accepted with the exception of minutes from the last meeting |                |         |        |          |
| Planning Council Budget             | Mr. Garrett explained the purpose of a budget and described in detail the components of a budget.<br><br>The purpose for the new budget system is to monitor all incoming and outgoing revenues to insure maximization of spending and review for compliance | Garrett will create format of the budget for each SEMHAC committee.            | J. Garrett     |         |        |          |

|                                     |  |   |   |                   |  |                 |
|-------------------------------------|--|---|---|-------------------|--|-----------------|
|                                     | <p><b>requirements in disbursing funds.</b></p> <p><b>Our goal(s) are to 1) obtain a monthly report in a timely manner from the fiduciary. If report is not generated, we will prepare an internal budget using the Actual versus the Budget and 2) build communication between the fiduciary and the City of Detroit.</b></p>                                 |   |   |                   |  |                 |
| <b>S.O.P.'s</b>                     | <p><b>Step 1: Recognize Income</b></p> <p><b>Step 2: Submission of Data</b></p> <p><b>Step 3: Financial Statements obtained from the Accountant<br/>The following reports will be provided: a) Statement of Position, b) Income Statement, c) Cash Flow</b></p> <p><b>Step 4: Distribute Financial Reports</b></p> <p><b>Step 5: Maintain an Inventory</b></p> | <p><b>Create a list of SEMHAC's inventory over \$500.00 and attach copies of invoices for those assets.</b></p> <p><b>Data will be submitted to the Accountant by the 5<sup>th</sup> of each month.</b></p> <p><b>Financial Statements will be provided to SEMHAC by the 15<sup>th</sup> of each month.</b></p> <p><b>SOP will be developed at a future meeting.</b></p> <p><b>SOP will be developed at a future meeting.</b></p> | <p><b>K. Akinyele</b></p> <p><b>J. Moseley</b></p> <p><b>J. Garrett</b></p> | <b>J. Garrett</b> |  | <b>09/13/04</b> |
| <b>Meeting adjourned at 2:45pm.</b> |  |   |   |                   |  |                 |

*Joy Schumacher, Chair*  
Chair/Co-Chair Signature

August 13, 2004  
Date